

ATTACHMENT ?



NHCOG SPECIAL MEETING MINUTES

June 29, 2023

Members or Representatives in Attendance:

Barkhamsted, Donald Stein(remote)
Canaan, Henry Todd
Cornwall, Gordon Ridgway(absent)
Hartland, Magi Winslow (remote)
Kent, Jean Speck(remote)
Morris, Tom Weik(absent)
Norfolk, Matt Riiska
Roxbury, Patrick Roy(remote)
Sharon, Brent Colley(remote)
Warren, Greg LaCava(remote)
Winchester, Josh Kelly(remote)

Burlington, Douglas Thompson(remote)
Colebrook, Christopher Johnston(absent)
Goshen, Todd Carusillo(remote)
Harwinton, Michael Criss(remote)
Litchfield, Denise Raap(remote)
New Hartford, Dan Jerram(absent)
North Canaan, Charles Perotti(remote)
Salisbury, Curtis Rand(remote)
Torrington, Elinor Carbone(absent)
Washington, Jim Brinton(remote)

Others in Attendance:NONE

NHCOG Staff: Robert Phillips, Executive Director

Call to Order - Chairman Todd called the meeting to order at 10:06 AM.

Public Comment – NONE

Revised NHCOG Annual Budget for 2023-2024 Fiscal Year – The Executive Director presented the revised budget emphasizing the increase in the state Office of Policy and Management (OPM) Regional Service Grant (RSG) to all 9 COGs including NHCOG. In addition, there was a significant overall increase to the annual budget due to the recent award of an annual \$300,000 Rural Health Network Program from the federal Health Resources Services Administration. This grant is for 4 years for a total of \$1.2M and will continue the efforts of the Rural Health Resources Coordinator in establishing a strong network and new linkages for regional access and accessibility. Overall, the additional funding will allow for an increase of staffing at NHCOG to serve the region in a more comprehensive and expansive way. The approved revised budget is attached to these minutes.

MOTION (BRINTON) AND 2ND (PEROTTI) TO APPROVE THE REVISED NHCOG ANNUAL BUDGET AS PRESENTED. THE MOTION PASSED UNANIMOUSLY. BUDGET ATTACHED TO THESE MINUTES.

Participation in the Capitol Region Purchasing Council (CRPC) for the 2023-2024 Fiscal Year – The Executive

ATTACHMENT ?

Director briefly discussed the opportunity to join in the CRPC as a region and how that could open doors in other cooperative pricing options for a number of products and services for the region's municipalities. What was needed now was a motion to approve in order to unlock the doors of eligibility for all municipalities to pay a reduced cost if, and only if, they wished to participate at any point in the fiscal year. In summary, there is no obligation to participate and any municipality that wishes to participate will transfer a \$500 fee to NHTCOG who will then transfer the amount to CRPCOG.

MOTION (STEIN) AND 2ND (TODD) TO AUTHORIZE NHTCOG TO PARTICIPATE IN THE CRPCOG'S CRPC FOR THE FISCAL YEAR OF 2023-2024

The meeting was adjourned (MOTION; RIISKA and 2nd: TODD) at 10:31 AM

Respectfully submitted,

NHTCOG staff



ANNUAL INCOME, OPERATING AND CONTRACTUAL BUDGET

JULY 1, 2023 - JUNE 30, 2024

Originally Endorsed by the Executive Committee: June 7, 2023

Endorsed with Revision by NHCOCG: June 29, 2023



FY 2023-2024 TOTAL BUDGET SUMMARY

REVENUE

Federal	\$	1,063,193
State	\$	716,890
Local	\$	326,521

TOTAL REVENUE	\$	2,106,604
----------------------	-----------	------------------

EXPENDITURES

Direct Salaries	\$	671,596
Management Support Salaries	\$	-
Employee Benefits	\$	329,357
Overhead	\$	107,442
Contractual	\$	928,350
Direct Expenses	\$	6,341

TOTAL EXPENDITURES	\$	2,043,086
---------------------------	-----------	------------------

UNOBLIGATED SURPLUS	\$	63,518
----------------------------	-----------	---------------



FY 2023-2024 TOTAL INCOME SOURCES

INCOME	FEDERAL	STATE	LOCAL/OTHER	TOTAL
Regional Service Grant (OPM)		\$ 488,098		\$ 488,098
CTDOT and Federal Grant (SPR+FTA)	\$ 286,336	\$ 35,792		\$ 322,128
RITS Administration		\$ 178,000		\$ 178,000
ConnDOT LOTCIP		\$ 15,000		\$ 15,000
DEMHS Region 5 Coordination by COG	\$ 365,000			\$ 365,000
HRSA Grant	\$ 300,000			\$ 300,000
Housatonic River Commission (HRC) Dues			\$ 2,800	\$ 2,800
NPS Wild and Scenic HRC Program Fiduciary			\$ 150,000	\$ 150,000
Found for Com Health-Rx Assist			\$ 27,500	\$ 27,500
N2N (Berkshire Taconic)			\$ 10,000	\$ 10,000
Building Healthier Communities (BHC) Produce Rx Program			\$ 46,400	\$ 46,400
EDA Partnership Planning	\$ 60,000			\$ 60,000
Rural Opioid Resources Fund (RORF)	\$ 51,857			\$ 51,857
Carryover funds from FY 22-23				\$ -
Town Fee for Service			\$ 1	\$ 1
Regional Housing Council Dues			\$ 1	\$ 1
Department of Housing			\$ 1	\$ 1
Municipal (Local) Dues			\$ 89,818	\$ 89,818
	\$ 1,063,193	\$ 716,890	\$ 326,521	\$ 2,106,604

NOTES:

- 1-NHCOG's funding sources are generally specific for each individual project except for CTDOT projects which are broken down by Federal, State and local dues.
- 2-The Regional Services Grant comes from the Office of Policy & Management.
- 3-DEMHS federal funding is passed through to the State and on to NHCOG. NHCOG is the Fiduciary and Administrator of spending plan dev.
- 4-NHCOG administers the RITS program via pass-through funding from the State using a small amount of administrative funds.
- 5-DOT LOTCIP funds are ongoing administrative funds annualized to typical staff and consultant time.
- 6-The HRC is a Stewardship of 7 towns along the Housatonic River. NHCOG supports and administers their fund.
- 7-NHCOG is now the Fiduciary of federal funds for the Wild and Scenic Designation of the same stretch of river.
- 8-The Foundation for Community Health is pass-thru funding for social services financial assistance in 9 towns*. NHCOG is funded for time.
- 9-The N2N is pass-thru funding for prescription assistance social services in the 9 towns*. NHCOG is funded for time.
* 9 TOWNS for FCH/N2N are: Cornwall, Falls Village, Goshen, Kent, Norfolk, North Canaan, Salisbury, Sharon and Warren.
- 10-The BHC Produce Rx is pass-thru funding similar above and for the Greater Torrington and Winsted Area.
- 11-EDA Partnership is federal funding for Ec Dev activity and CEDS work in our designated EDD as a region.
- 12-Rural Opioid Resources Fund is participating local municipal settlement dues pooled for opioid prevention activities TBD
- 13-Town Fee for Service is a placeholder in the event NHCOG contracts with individual towns for land use related work products.
- 14-Regional Housing Council Dues and Dept of Housing funds were requested to be placeholders in last year's annual budget for future use.



FY 2023-2024 OPERATING BUDGET

OPERATING INCOME

Regional Service Grant (RSG)	\$	488,098
ConnDOT SPR and Federal Transit	\$	322,128
RITS	\$	10,000
LOTICIP	\$	7,500
DEMHS	\$	56,000
HRSA Grant	\$	145,758
HRC Grant	\$	1,470
EDA Partnership (overage goes to RSG funding)	\$	10,000
Housatonic River Wild and Scenic NPS Fiduciary	\$	13,500
Found for Com Health-Rx Assist	\$	3,000
Bershire Taconic N2N	\$	1,500
Building Healthier Communities (BHC) Produce Rx Pro	\$	1,756
Local Dues	\$	54,026
TOTAL OPERATING INCOME	\$	1,114,736

STAFFING

Salaries - Direct	\$	671,596
Management Support Salary	\$	-
Employee Benefits (Fringe and PTO) and Payroll Expenses	\$	329,357
Staffing Subtotal	\$	1,000,953

OVERHEAD COSTS

Audit (Fiscal Services)	\$	19,000
Bonds/Property Insurance	\$	19,000
Dues, Subscriptions, Publications	\$	3,000
Equipment Maintenance	\$	5,000
Office Supplies	\$	3,000
Postage	\$	250
Printing Services, Reproduction	\$	1,000
Rent	\$	25,692
Utilities	\$	6,000
Telephone, Computers & Internet	\$	7,000
Cleaning Service/MSW Disposal	\$	2,000
Travel & Conferences	\$	8,000
Miscellaneous	\$	3,500
Contingency	\$	5,000
Overhead Subtotal	\$	107,442

CAPITAL AND NON-RECURRING

Equipment (computers, furniture, hardware, etc)	\$	6,341
Capital and Non-reoccurring Subtotal	\$	6,341

TOTAL OPERATING EXPENDITURES	\$	1,114,736
-------------------------------------	-----------	------------------

UNOBLIGATED	\$	0
--------------------	-----------	----------

NOTES

Salaries consist of 6 full time employees. A \$10,000 position adjustment was previously approved for Financial Mngr. Two new positions with max salaries have been added. Also includes a 3.5% COLA for other staff.

Fringe benefits includes: FICA - 7.65%; Unemployment Comp (0.05%); 401a (6.5%) and 457 option; Medical Self-Insured Dental; Life and Disability Insurance

Overhead Expenses totaling \$107,442 are listed above

Capital and Non-Recurring Expenses includes the cost of computers, furniture, etc.



FY 2023-2024 CONTRACTUAL BUDGET

CONSULTANT REVENUE

Regional Service Grant (RSG)	\$	-
ConnDOT Grant (SPR)*	\$	9,000
RITS Administration	\$	168,000
ConnDOT LOTCIP	\$	7,500
DEMHS Region 5 Coordination by COG	\$	309,000
Housatonic River Commission (HRC) Dues	\$	1,330
HRSA Grant	\$	116,516
EDA Partnership Planning	\$	50,000
Rural Opioid Response Fund (RORF)	\$	51,857
NPS Wild and Scenic HRC Program Fiduciary	\$	136,500
Found for Com Health-Rx Assist	\$	24,500
N2N (Berkshire Taconic)	\$	8,500
Building Healthier Communities (BHC) Produce Rx Program	\$	44,644
Town Fee for Service	\$	1
Regional Housing Council Dues	\$	1
Department of Housing	\$	1
Municipal dues*	\$	1,000
TOTAL REVENUE	\$	928,350

CONSULTANT SERVICES AND OTHER EXPENDITURES

Regional Service Grant (RSG)	\$	-
ConnDOT Grant (SPR)*	\$	9,000
RITS Administration	\$	168,000
ConnDOT LOTCIP	\$	7,500
DEMHS Region 5 Coordination by COG	\$	309,000
Housatonic River Commission (HRC) Dues	\$	1,330
HRSA Grant	\$	116,516
EDA Partnership Planning	\$	50,000
Rural Opioid Response Fund (RORF)	\$	51,857
NPS Wild and Scenic HRC Program Fiduciary	\$	136,500
Found for Com Health-Rx Assist	\$	24,500
N2N (Berkshire Taconic)	\$	8,500
Building Healthier Communities (BHC) Produce Rx Program	\$	44,644
Town Fee for Service	\$	1
Regional Housing Council Dues	\$	1
Department of Housing	\$	1
Municipal dues	\$	1,000
TOTAL EXPENDITURES	\$	928,350

BALANCE	\$	-
----------------	-----------	----------

NOTES:

The above Consultant obligations include:

	Federal	State	Local	Total
ConnDOT Grant (SPR) include:	\$8,000	\$1,000	1000*	\$10,000

*Municipal dues of \$1000 is the local match for the contractual obligations of the CONNDOT Grant (SRP).



Memo To: Council Members
From: Robert A Phillips, Executive Director
Date: January 19, 2023
Re: NHCOC Membership Dues for FY 2023-2024

Since COG dues are a component of your local budget preparation, each year at this time NHCOC’s Executive Committee reviews anticipated sources of income, expenditures and service level planning to determine the recommended annual municipal membership contributions for COG Board consideration.

Based upon this review, while using the latest population estimates from CT DPH, the Executive Committee has recommended extending the current assessment ratio of \$0.80 per capita for FY 2023-2024. Thus, proposed dues distribution is only impacted by the change in population year over year in any given municipality as reported by DPH.

MUNICIPALITY	POPULATION			CURRENT DUES	PROPOSED - No Increase (FY 22-23)
	2020	2021	DELTA		
BARKHAMSTED	3,650	3,647	-3	\$2,920.00	\$2,917.60
BURLINGTON	9,520	9,591	71	\$7,616.00	\$7,672.80
CANAAN (FV)	1,081	1,078	-3	\$864.80	\$862.40
COLEBROOK	1,360	1,357	-3	\$1,088.00	\$1,085.60
CORNWALL	1,566	1,571	5	\$1,252.80	\$1,256.80
GOSHEN	3,148	3,165	17	\$2,518.40	\$2,532.00
HARTLAND	1,900	1,891	-9	\$1,520.00	\$1,512.80
HARWINTON	5,470	5,508	38	\$4,376.00	\$4,406.40
KENT	3,014	2,984	-30	\$2,411.20	\$2,387.20
LITCHFIELD	8,165	8,170	5	\$6,532.00	\$6,536.00
MORRIS	2,250	2,259	9	\$1,800.00	\$1,807.20
NEW HARTFORD	6,652	6,668	16	\$5,321.60	\$5,334.40
NORFOLK	1,585	1,587	2	\$1,268.00	\$1,269.60
NORTH CANAAN	3,198	3,185	-13	\$2,558.40	\$2,548.00
ROXBURY	2,260	2,269	9	\$1,808.00	\$1,815.20
SALISBURY	4,191	4,112	-79	\$3,352.80	\$3,289.60
SHARON	2,675	2,675	0	\$2,140.00	\$2,140.00
TORRINGTON	35,422	35,357	-65	\$28,337.60	\$28,285.60
WARREN	1,348	1,349	1	\$1,078.40	\$1,079.20
WASHINGTON	3,644	3,633	-11	\$2,915.20	\$2,906.40
WINCHESTER	10,226	10,217	-9	\$8,180.80	\$8,173.60
TOTAL	112,325	112,273	-52	\$89,860.00	\$89,818.40

Data Source: CT Department of Public Health Estimates Ending 2021

Action on the Executive Committee’s recommendation is scheduled for our February 9th NHCOC meeting. Adoption of the NHCOC budget for FY 2023-2024 will occur at the Annual Meeting.

Thank you for your consideration.

NHCOG Asset Balances as of June 2023

NHCOG

Cd# 1	\$	48,020.38
CD# 2	\$	48,280.48
CD# 3	\$	60,703.52
NWCB CD	\$	218,490.65
STIF	\$	361,545.58
Checking	\$	224,451.45

Total NHCOG Accounts	\$	961,492.06
----------------------	----	------------

<u>Prescription Assistance</u>	\$	7,845.06
--------------------------------	----	----------

<u>Housatonic River Commission</u>	\$	5,211.20
------------------------------------	----	----------

Public Works

Checking	\$	12,896.36
Savings	\$	391,561.24

Total PWEC	\$	404,457.60
------------	----	------------

<u>Neighbot to Neighbor Fund</u>	\$	198.64
----------------------------------	----	--------

<u>Regional Housing Council</u>	\$	4,531.17
---------------------------------	----	----------

<u>TOTAL</u>	\$	1,383,735.73
---------------------	-----------	---------------------
